

TAB A

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MEMORANDUM FOR: Chiefs, Operating Divisions and Special Staffs

SUBJECT: Training and Qualifications Responsibilities
of the Career Service Panel

REFERENCE: [REDACTED]

1. [REDACTED]

Service," fixes responsibility for the assignments of CS/CS personnel and the training and qualifications of these individuals, upon the appropriate Career Service Panels. Three recent surveys made within DD/P suggest that despite the clear-cut responsibilities outlined in reference, current procedures have not operated effectively to ensure that officers assigned to functional or supervisory positions are properly qualified through training and experience to successfully fulfill their duties. In part the reason has been due to the ex officio nature of the Career Service Panels whose members do not have adequate time to study all the personnel activities submitted for review prior to the proposed effective dates of transfer. Lack of planning in making assignments is an equally important cause. In some cases assignments are made before the request has reached the Panel, thereby relegating Panel approval to a perfunctory routine. This was never the intention of [REDACTED]

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2. To permit the Panels to function in the manner for which they were originally intended, it is my wish that the following procedures concerning all future assignments of CS/CS operational personnel--either in Headquarters or in the field--be followed:

a. Operating Divisions will make known to the appropriate Career Service Panel at least six months in advance, the proposed assignment of any CS/CS officer. In submitting the name of the candidate, the Division will include a brief summary of the duties to be performed and a resume of the candidate's training and operational experience.

b. The Career Service Panel will review the candidate's qualifications and training in conjunction with the DDP/TRO and the Special Staffs concerned and either approve the proposed assignment or make recommendations to the Operating Divisions for training which the candidate will be required to take, unless excepted, prior to the Panel's approval of his next assignment.

c. Basic training in all three mission activities (CA, FI and CI) is a prerequisite for assignments involving supervision of selected operations at or above the Branch Chief or Base Chief level. Experience will not serve in lieu of training. It

is my wish that officers deficient in training, who now hold supervisory positions, be scheduled for instruction prior to reassignment or promotion. Exceptions may be made in the case of lateral transfers and promotions in the field.

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Deputy Director
(Plans)